



## **Canal Classrooms Transportation Scholarship Fund**

*This grant is made possible through the park's partners in education, the C&O Canal Association and the C&O Canal Trust, by their generous members and donors. In addition, the National Park Foundation provided funding through the Ticket to Ride Grant Program. If you have questions, please contact [cocanaleducation@nps.gov](mailto:cocanaleducation@nps.gov) or call (301) 714-2213.*

### **Eligibility**

- ☒ Public, private, and charter schools.
- ☒ Students may be pre-kindergarten through grade 12. University and colleges are not eligible.
- ☒ Field trips must take place within the boundary of the C&O Canal National Historical Park and students must participate in curriculum-based (Canal Classrooms) programs or Bridging the Watershed (BTW) programs. Independent Teacher-led field trips are not eligible for funding.
- ☒ Schools will be required to complete pre-visit activities and/or post-visit activities to receive funding.
- ☒ Schools will be required to send a thank you letter, addressed to partner organizations (more details provided upon confirmation of funding).
- ☒ Funding is prioritized for Title I schools.
- ☒ Classes are eligible for reimbursement once per school year.

### **Deadlines**

- ☒ Requests for reimbursement must be received at least two weeks prior to your field trip date. Confirmation of your application status will be sent via email within one week of submitting the application request.

### **Other information**

- ☒ An invoice from the bus company, the district transportation office, the principal's office, or the school board is required as part of the reimbursement request.
- ☒ Reimbursement checks will be mailed within 30-days following the field trip and upon receiving the completed reimbursement request and invoice.
- ☒ As a condition of funding, park staff and partners may photograph students in the park. Park staff will contact you in advance of the field trip and send a photo release form.

### **Instructions**

1. Complete the reimbursement request form before your field trip.
2. Attach an invoice.
3. Submit the form and invoice via email to [cocanaleducation@nps.gov](mailto:cocanaleducation@nps.gov).
4. We will respond via email confirming or denying the reimbursement request within 5 business days.



National Park Service  
U.S. Department of the Interior

**Office Use Only**

Date rec'd: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

☐ CT

☐ CA

☐ NPF

Check mailed: \_\_\_\_\_

**Transportation Scholarship Application**

Today's date \_\_\_\_\_

School name \_\_\_\_\_

Type ☐ Public school ☐ Private school ☐ Charter school

Title I? ☐ Yes ☐ No

Grade(s) \_\_\_\_\_

e-mail for bus reimbursement \_\_\_\_\_

Sponsoring teachers \_\_\_\_\_

(list all homeroom or subject teachers participating in the field trip)

Program date \_\_\_\_\_

(if the date is dependent on funding or has not been finalized, please provide the anticipated date)

Program location \_\_\_\_\_

(must be in the park)

# of students \_\_\_\_\_

	\$	\$
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# of buses      X      Cost per bus      =      Amount of reimbursement requested

(Contact your bus company or district transportation coordinator for an invoice. You must attach an invoice to this application.)

Check payable to

Mail check to

*For marketing purposes only:*

Has your school received a C&O  
Canal bus reimbursement in the  
past year?

☐ Yes

☐ No

How did you hear about this  
grant?

☐ Previous user

☐ NPS website

☐ Partner website

☐ Ranger

☐ Other: